



Job Posting

Position Title:

Superintendent – Tennessee School for the Blind

Reports To:

Dr. Kathleen Airhart, Deputy Commissioner and Chief Operations Officer

Location:

115 Stewarts Ferry Pike
Nashville, TN 37214

Position Description:

To provide leadership in developing and maintaining the best possible educational programs and services at the Tennessee School for the Blind.

The leadership responsibilities of the Tennessee School for the Blind shall extend to all activities at the school, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the Commissioner and/or designee. The superintendent may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

Specific Position Responsibilities:

General Administrative

- Provides leadership in identification of priorities and assures that all activities reflect those priorities.
- Prepares and recommends short- and long-range plans and implements those plans when approved by Commissioner and/or designee.



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- Recommends drafts of new policies or changes. Anticipates potential problems. Recommends policies or courses of staff action.
- Develops administrative procedures to implement policy or for the items deemed necessary for the efficient operation of the school and disseminates these procedures to appropriate staff.
- Ensures that all local, state/federal standards for the health and safety of the students and staff are maintained and that required reports are maintained.
- Fulfills all statutory obligations and implements the education law of the State of Tennessee and the rules and regulations of the State Board.

Financial Management

- Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices. Continually assesses business practices to achieve efficiency.
- Prepares annually, a budget and submits it to the TDOE finance officer for approval. Presents approved budget to the funding body for adoption.
- Makes appropriate written reports detailing all receipts and expenditures of the school's funds and submits them accordingly.
- Ensures that funds are spent prudently by providing adequate control and accounting of the school's financial and physical resources.

Personnel Administration

- Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Commissioner teachers who are eligible for tenure.
- Develops recruitment procedures to assure well-qualified applicants for professional and nonprofessional positions.
- Assigns and transfers employees as the interest of the school may dictate and reports such action to the TDOE human resources office for information and record.
- Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the school.



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- Communicates to staff directly or through delegation, all actions of the department relating to personnel matters.
- Evaluates principals annually.

Instructional Leadership

- Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out policies. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.
- Recommends to the Commissioner and/or designee all courses of study, curriculum guides and major changes in tests and time schedules to be used in the schools.
- Oversees the timely revisions of all curriculum guides and courses of study.
- Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
- Conducts a periodic audit of the total school program and advises the Commissioner and/or designee of recommendations for the educational advancement of the school.
- Seeks out available sources for grant funding to support programs and projects.
- Ensures that the goals of the school are adequately reflected in educational programming and operations.

Community/Public Relations

- Promotes community support of the school. Interprets programs and services, reports plans, events and activities of interest and solicits community opinions regarding school and educational issues.
- Identifies available community resources and links to social service agencies that support education and healthy child development.
- Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
- Maintains contact and good relations with local media. In conjunction with the TDOE communications team, acts as the school's spokesperson.



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- Ensures that the school's interests will be represented in meetings and activities of the TDOE.
- Represents the school and its interests in community organizations, activities and projects.

Qualifications:

Candidates must hold a Master's Degree or higher, Tennessee teaching and administrative licenses and/or meet the teaching and administrative licensing requirements. Candidates must also have a minimum of five years of district- or school-level leadership experience, preferably in a Principal role or higher. Preference will be given to candidates who hold a blind endorsement and/or have direct experience working with visually impaired student body.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Kathleen.Airhart@tn.gov. Applications are due by November 9th.



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